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Chief, Management Staff

7 June 1958

Acting Chief, Records Management Staff

Weekly Report for Week Ending 26 May 1958

1. Contributions

a. Fangible

(1) Received 51 cu. ft. of inactive records at the Records Center from three offices. The weekly average since 1 January is 167 cu. ft. Eighty-five cu. ft. of records were disposed of by the Center compared to the weekly average disposition rate of 196 cu. ft.

(2) Approved and designed seven new and seven revised forms. A significant revision was the redesign of the CO/C Messenger Center Routing Slip for its use by both CO/C and [REDACTED]

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(3) Redesigned a form dispatch proposed in an employee suggestion, making it acceptable to Chief, [REDACTED] The form dispatch is significant in that it will be used throughout DDC/P for CI clearances. [REDACTED]

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(4) Promoted the exchange of ten legal size safe cabinets in OGI for ten letter size safe cabinets for a saving of \$450 in equipment costs.

b. Intangible

(1) Provided records and assisted the Office of Security in determining the shipping method best suited (from a security standpoint) for Security forms used overseas. *Stocked Agency*

(2) Completed screening material recommended for disposition in the Office of the Assistant Executive Officer, OP. Retired one cu. ft. of material, some of which dated back to 1947.

2. Assignments - Active

a. Employee Suggestions - Eight are being evaluated.

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- b. Forms in Process - Eleven new and 15 revised forms are under review.
- c. Forms Management Survey, Printing Services Division - Designed four new forms.
- d. Audit of OPR Records Control Schedule.
- e. OPR Subject-Numeric Files - Over two cu. ft. of inactive records have been identified for disposal.
- f. Legislative Counsel Liaison Contact File.
- g. Shelf File Installations.
  - (1) Acquisitions Branch Library/OPR.
  - (2) Map Library Division/OPR - Funds are now available for securing the files area in [REDACTED] 25X1A6a
  - (3) OP Official Personnel and Applicant Files - Draft of staff paper discussed with Mr. [REDACTED] 25X1A9a
  - (4) Office of Security.
- h. Document Division/OPR Sorting Back.
- i. VI Program - Preliminary returns from a survey by the DD/I Vital Materials Committee indicated that 54 series in the Intelligence Publications Collection were either evaluated as non-vital or determined to be vital for a period not to exceed one year.
- j. Assessments - Inactive
  - a. Revision of Travel Order Form
  - b. Budget Office/ Office of Communications Files System Survey.
  - c. Machine Records Division Shelf File Installation.
- k. News
  - a. [REDACTED]
  - b. Based on success of the subject-numeric files we installed in the Office of the Chief, Personnel Procurement Division, we have been requested to install the system in the Special Recruitment Branch. This is expected to broaden into a complete records management survey aimed at improving processing of recruits above the clerical level.

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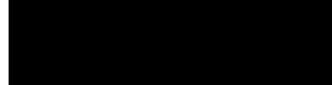
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- c. Nine members of this Staff and four Operating Office records people attended the 23 May Interagency Records Administration Conference at which [REDACTED] spoke on "New Advances in Microfilm (Minicard and Reader-Printer)".

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*QRPK 6/2*  
Mgt/S/RMS/[REDACTED] fjm (2 June 1958)

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